

City Of Willamina
Minutes of the Monthly Meeting of the City of Willamina City Council
October 10, 2017
6:00 PM

Location of Meeting:

West Valley Fire
824 NE Main ST
Willamina, Oregon 97132

Present at Meeting:

Mayor Skyberg
Councilor Stritzke
Councilor Johnson
Councilor Burr
Councilor Baller (5 minutes late)
Councilor McKnight
Councilor Wooden
City Manager Kenna West
City Recorder Debbie Bernard
Library Manager Sara Frost
Guest:
Chief Kenneth Clark
John McCleery,
Darlene Brown
Ginny Wymore (absent)

The regular meeting of the City of Willamina City Council of City of Willamina was called to order at 6:00 PM on October 10, 2017 at West Valley Fire by Mayor Ila Skyberg. The roll call was taken by Debbie Bernard, City Recorder and a quorum was present. The Flag Salute was led by Mayor Ila Skyberg.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

The minutes of the previous meeting were reviewed and unanimously approved.

III. Consideration of Open Issues

1. Additions And Corrections

Mayor Ila Skyberg

Mayor Skyberg introduced the additions and corrections.

1. The Willamina Coastal Hills Art Tour for November 10 & 11th Flyer

2. 2017-2019 Department of Land Conservation and development
Technical Assistance Grant Application
3. The Emergency Management Committee of Willamina Meeting on October 19,
2017 - Town Hall Announcement
4. Support of the award to Brian O'Neil Construction on the sale of the old city
shops.

MOTION: Councilor Johnson moved to accept the additions and corrections.
Councilor Wooden seconded. Motion carried unanimously with Councilors
Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

2. Mayors Presentation - John McCleery, Darlene Brown, Joyce Zimbrick
Mayor Ila Skyberg
Mayor Skyberg talked about John McCleery professionalism and easy manner
and how much he would be missed. John started his retirement this month. Mayor
Skyberg took a picture with John and gave him thanks from City Council and the
community for his 15 years tenure as Post Master. John was honored with the
Certificate of Appreciation.

Next, Mayor Skyberg presented Darlene Brown and Joyce Zimbrick (absent) with
special thanks for the service to the Library Board. Mayor Skyberg referred back
to when Darlene was a school teacher and her son was in her class. She said both
were volunteers extraordinaire! Both were presented with a certificate of
appreciation.

The Mayor then recessed the meeting to continue honors of the citizens; the
recess included cake and coffee.

3. Consent Agenda
Mayor Skyberg
MOTION: Councilor Stritzke motion to accept the Consent Agenda which
included Check registers August 1, to August 31, 2017 and financials; also the
minutes from June 19, 2017, September 12, 2017 and September 27, 2017
Council meetings. Councilor Craig Johnson seconded. Motion carried
unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and
Johnson. All in favor.
4. Correspondence
Mayor Ila Skyberg
Mayor Skyberg reported she received a Thank You card from Mary Jane
Hollinger thanking the Council for their quick response on the painting of the stop
sign area at Lamson and Washington.
5. Regular Agenda - Consideration for approval of Resolution 17-18-004
authorizing the establishment of The Health Reimbursement/Voluntary
Employee's Beneficiary Association Plan.

Mayor Ila Skyberg turned it over to the City Manager Kenna West.

Kenna explained that during the labor negotiations with our union one of the terms that came about was a health reimbursement association plan. Kenna said it is a pro forma type of request for a resolution as the Council already agreed to the bargaining agreement.

MOTION: Councilor Stritzke moved to approve Resolution 17-18-004 authorizing the establishment of the Health Reimbursement/Voluntary Employees 'Beneficiary Association Plan. Councilor Wooden seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

6. Creation of A New Position Of Billing & Office Specialist III And Allocation To The Class Delineated As Office Coordinator.

Mayor Ila Skyberg asked the City Manager to address the creation of the new position.

Kenna explained that the new position is needed as new technologies and more technical processes required by software has created the need for staff to spend more time on those tasks. She added that the absence of the position has clearly presented the need to fill it.

MOTION: Councilor McKnight moved to approve to create a new position of Billing & Office Specialist III. Councilor Wooden seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

Councilor Burr asked if the city would have to open up the position for job applications.

Kenna responded the process for the job announcement will be that it is posted internally first. If a there is applicant that meets those qualifications they may be hired. If there is not qualified applicant internally the job will then be posted outside. It would be a two-step process.

7. Upgrade And Renovation Of The Exterior Front (C Street) Of The City Of Willamina City Library Through Donation Of Material And Labor From The Willamina Civic Club.

Mayor Ila Skyberg asked the Library Manager to address the topic.

Sara explained that the Civic Club presented to the Library Board a plan of renovation for the front area of the library. She then described the drawing which was included in the council packet. She further explained that drawing showing planters along the front creating a courtyard effect. The work would be done by

the Hampton Mill Wrights and Willamina High school students. Sara said there would be no cost to the Library.

MOTION: Councilor Stritzke moved to approve the upgrade and renovation of the exterior of front (C Street) of the City of Willamina City Library through donation of material and labor from the Willamina Civic Club. Councilor McKnight seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor. Councilor Wooden asked if the front of the Library would become the main entrance of the library. Sara responded that the entrance is really not wheel chair friendly at this point. She added that some people do use it as a main entrance. April, asked about the drawing and if there would be an arbor and an awning. Sara responded that there may be an arbor that would go between the two planters.

Kenna asked the Mayor if she could adjust procedure for the topic of the DLCD Grant Application for Technical Assistance. She explained that she had been working with COG to complete the application.

MOTION: Councilor Wooden moved to approve Resolution 17-18-005 allowing the City Manager to apply for a State of Oregon Department of Land Conservation and Development Technical assistance grant. . Councilor Stritzke seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

8. Library Membership Change Mayor Ila Skyberg

The City Manager explained that there would be a slight adjustment to process. She explained to pass ordinance no.669 there would a discussion then move to approve ordinance no. 669 then a vote; it would then be read in its entirety and then read the title only.

Sara spoke to the topic and said that at the last Library Board meeting it was discussed to expand the library board members from 5 to 7. She further explained that the need would be to have 5 up to 7 board members at a one time.

MOTION: Councilor Wooden moved to approve to approve ordinance no. 669 revision the City of Willamina Code of ordinances chapter 31, 31.03 (B) to allow up to seven members on the Library Board. Councilor Burr seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

Councilor Wooden reflected on why there ever was just 5 board members. She said it may have been that there were 5 present at the time the Ordinance.

9. Ordinance #669

Mayor Ila Skyberg

MOTION: Councilor Wooden moved to accept the reading of Ordinance 669. Councilor Burr seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

Ordinance 669 was read in its entirety then by title only. The vote was taken.

Mayors Report – Chamber Liaison

Mayor Skyberg presented a CIS Golden Seal Safety Award for the City staff safety performance and handed it to the City Recorder to display in the office of public works and city hall. The safety award was awarded to the City of Willamina at the League of Oregon Cities Annual Conference.

Councilor Wooden reported that the Chamber had purchased a trailer which would be placed at the City Shops property and arrive on the 18th.

City Manager, Kenna West reported that on October 19th there is an Emergency management preparedness meeting. Kenna asked the chair Chief Ken Clark to give an update. He reported that the focus is really on personal responsibility which continues to encourage people to be prepared. He said it is inevitable that there will be an emergency. The responsibility is on the citizens to be ready. He said it will take a few years for it to become a part of one's thinking for preparedness. The meeting is on October 19th at 6:00pm at West Valley Fire.

Kenna reported that the League of Oregon Cities magazine came out with an article seeking committee members. Kenna added that the City is a member of league and that small cities on committees gives us a voice. She said there are several areas of need that include community development, energy conservation, and government debt; in addition to HR which is collective bargaining, public right of way and transportation. She encouraged the Council to participate. Kenna added that she would be sending in her application of interest.

Mayor Skyberg closed the council meeting.

10. Motion to support the award of the RFP to Brian O'Neil Construction.

Mayor Ila Skyberg opened the Public Hearing on the award of the RFP to Brian O'Neil Construction and read the public hearing script.

MOTION: Councilor Wooden moved to approve the award of the sale of the Old Public Works building as approved the September 27, 2017 Special City Council Meeting. Councilor Baller seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

11. Adjourn

Mayor Ila Skyberg

MOTION: Councilor Burr moved to adjourn at 7:50pm. Councilor Stritzke seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

Agenda and Time of Next Meeting

The next meeting will be held at on at:
West Valley Fire
824 NE Main St.
Willamina, Oregon, 97396

The meeting was adjourned at 7:50pm by Mayor Ila Skyberg.

Minutes submitted by: Debbie Bernard City Recorder

Debbie Bernard

Minutes approved by: Mayor Ila Skyberg

Ila Skyberg